



Date: February 21, 2014
To: County Commissioners
From: Carl Classen, County Manager
RE: **Weekly Report Items for the Weeks Ending February 14 and 21, 2014**

This is a highlight of items from the previous two weeks. It is not meant to be exhaustive but rather a concise exchange to inform the Commissioners and Department Heads.

Airport:

The Airport sold 435.50 gallons of 100LL and 832.00 gallons for prepaid customers. Hanger fees were \$450.00 with cash sales in the amount of \$319.74. The airport's monthly meeting for Tuesday, February 18th was cancelled and rescheduled for March 18th.

Board of Elections:

The Board of Elections opened filing on Monday February 10th at Noon and has been very busy processing candidates and their financial requirements. Information on Candidate filing is located on their website at: <http://rutherfordcountync.gov/Departments/boardofelections/candidates> and is updated within minutes of a candidate filing. Filing will end next week on Friday the 28th at Noon.

Building Inspections:

The Building Inspections Department issued 34 permits totaling \$4498.00 in fees and conducted 130 inspections, despite the snow. Staff continues to conduct final inspections at Horsehead, the Cliffside Fire Department substation and have issued a permit for a new Dollar General store. Several inspectors have been in code classes for continuing education requirements for the state.

Clerk to the Board:

The Clerk to the Board and the County Commissioners had to cancel some meetings due to the weather, but have rescheduled most. Commissioner Lovelace attended the Emerging Issues Forum in Raleigh on February 10th. The Commissioners also had a special meeting on February 11th regarding economic development projects. The Clerk participated in conference calls with Department Heads to hear updates and forecasts during the scheduled closure of County Offices due to winter storm Pax. Commissioner Owens attended the DSS Board meeting on February 19th and met with Senator Hise on February 21st. Commissioners attended Business After Hours at KidSenses on February 20th and welcomed the new Director of KidSenses. The Board held a retreat on Friday evening and Saturday morning to discuss goals for the future for Rutherford County.

Cooperative Extension:

The Cooperative Extension Director attended the NC Cattlemen's Conference in Hickory, attended and conducted an educational program on value-added marketing for the Gaston County Cattlemen's Association, presented an educational program to the Polk County Ag breakfast group on Extension Livestock programming and value-added marketing, and continued to assist producers with technical problems through email, phone calls, office and farm visits.

County Commissioners

William Eckler, Chairman
Eddie Holland, Vice Chairman
Greg Lovelace

Julius Owens
Roger Richard

Carl Classen, County Manager
Hazel S. Haynes, Clerk to the Board
Richard Williams, County Attorney

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The Family and Consumer Sciences staff attended a child care quality meeting, met with teachers at Ellenboro School regarding the 2nd grade nutrition program, facilitated a support group for grandparents raising grandchildren, met with the Agriculture Innovation committee, attended Extension Vision Initiative planning session, and attended a state planning committee for Extension & Community Association.

Agricultural staff made a presentation to the Rutherford Bee School on Africanized Honeybees (AHB), participated in WNC AgriVentures Project networking with Advantage West staff, and worked on the development of local project committee. Staff participated in the Farmers' Market Interlocal Agreement review as part of the relocation to Forest City and worked on the Extension Master Gardener Volunteer Training. A total of 47 contacts were made.

County Manager:

The County Manager attended meetings to discuss marketing the Rutherford County Airport hanger sites, the County occupancy tax, Solid Waste projects update, Planning and Public Works updates, Economic Development projects update, land classification meeting, Community Development Block Grant and Farmers' Market and Airport economic development. He attended the prayer meeting for the late Robynn Spence, conducted personnel reviews, held conference calls with Department Heads on County Operations during winter storm Pax, participated in a meeting with Senator Hise and the Department of Social Service, attended the funeral for Robynn Spence, and attended the annual retreat for the Rutherford County Board of Commissioners.

Economic Development:

The Economic Development Director met with the County Manager to review economic development activities, attended a meeting at the airport; conducted a special meeting with the Board of Commissioners to approve local incentive resolutions; worked with two industrial prospects to collect data necessary to complete Building Reuse and Restoration applications; attended a kick off meeting for an infrastructure improvement project; continued to work with legal counsel for both the county and Trelleborg to finalize documentation; attended and made a presentation at the Spindale Board of Commissioners meeting; attended a Community Development Block Grant meeting; attended a Tourism Development meeting; attended an Airport Development meeting; conducted the Economic Development Board meeting; visited Randolph County Economic Development Commission to gain and share information; and participated in numerous conference calls with NC Department of Commerce officials and two industrial prospects who have named Rutherford County as finalists in their site search.

The Project Administrator worked with NC Ports on a client's request regarding possible NC Port Incentives; shared information with an existing industry on the "Manufacturers Zero Waste Conference", "Selling Food Products to the Military" and Opportunities2014; worked with Northland Communications on a fiber infrastructure project; continued to work on finalizing grant agreements, inter-local agreements and other documents for Project APPI with Rutherford County, NC Department of Commerce, and company; provided BR&E update to EDC Director; met with EDC Director to discuss format, content, details and scheduling for an upcoming existing industry program; scheduled Business Advancement Team meeting; conducted three existing industry visits and two follow-up visits plus numerous outreach

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calls; provided a response to a comprehensive business listing request through Industry Marketing Specialist with SBTDC/Raleigh; met with existing industry to introduce Procurement Technical Specialist

for government contracts and business assistance through SBTDC/Asheville and visited Randolph County EDC Director and Existing Industry Coordinator to find out information on BR&E software package. Additionally, the Economic Development Assistant prepared and distributed the public notice, agenda and minutes for the Economic Development Board meeting; assisted in compiling, completing and submitting two Building Reuse and Restoration grants for industrial prospects; attended the monthly Economic Development Board meeting and transcribed the minutes; and began collecting and assembling preliminary information for an RFI package.

Emergency Management and Fire Marshal:

The Emergency Management and Fire Marshal staff prepared emergency equipment for use during the winter storm, participated in conference calls with Department Heads, Weather Service and Emergency Management Officials regarding the winter weather situation and conducted a debriefing on the winter storm preparedness and response. The Director met with the County Manager and County Attorney regarding the fire service training ground, met with Wireless Communications to discuss programming radios and attended various other meetings. Staff attended law enforcement in-service training and assisted Cliffside Area Fire Department with their rating inspection for new fire station in the Hicks Grove community.

Finance:

The Finance Department has distributed budget worksheets to the department heads which will be due back on March 10th. The Assistant Director has continued to meet with the Solid Waste Director and County Manager regarding the current year budget and how to proceed on developing a rate analysis. February payroll has been processed and transmitted. Thanks again to all the Departments hard last Friday to get us the timesheets; and to Jeanette, Wendy and RaeAnn who worked Saturday morning to ensure we would be on time. Finance continues to work with Social Services process hundreds of LIEAP invoices for the week.

Human Resources:

The HR Director held meetings to discuss personnel issues, exit interviews, and retirements. Last week, as we enjoyed the snow days, staff was busy entering payroll information. The HR Director, along with Library Director Martha Schatz and Stephanie Long, conducted interviews for two part time personnel. The HR Director also conducted interviews, along with Chris Roach, for a part time opening at the Airport. The Director has met with several Department Heads to discuss budget questions as the budget forms are being completed for the upcoming year. Notebooks are being created for submission to Finance with these requests. The HR Specialist attended an update seminar on the Keystone software. The Director attended the memorial service held at the Courthouse on Monday in memory of Robynn Spence and attended the funeral service as well. [Our prayers continue to be with the family.](#)

Library:

The Library Program made a popular eBook and audiobook available to all patrons without waitlists or holds. Beginning on February 17th, Library card holders will be able to borrow and enjoy the cooking eBook "Keys to the Kitchen" by Food Network star Aida Mollenkamp. By visiting

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<http://ncdigital.lib.overdrive.com>, patrons will be able to select a lending period of one, two, or three weeks, which begins at the date of checkout. This eBook offer will conclude March 5th and is part of the international Big Library Read program. It gives libraries and library patrons unlimited simultaneous access to a popular title during the program, creating a virtual, global book club. Interested patrons will be

able borrow "Keys to the Kitchen" using a valid library card, and enjoy on all major computers and devices, including iPhone®, iPad®, Nook®, Android™ phones and tablets, and Kindle® without worrying about wait lists or holds. Titles will automatically expire at the end of the lending period and there are no late fees. More information on this program can be found at <http://www.overdrive.com/big-library-read/>. The snow caused delays and postponements of the Story Time Valentine's Day parties, but the children were just as excited to celebrate one week late. Next week's theme is "Friendship." In addition, the Children's Librarian completed updating the annual Accelerated Reader list and coding of books.

Mental Health

The Mental Health Department Director, Income Maintenance Administrator and Supervisors attended the weekly NC FAST conference calls. In addition, the Director and the Administrator participated in a conference call last Saturday. Food and Nutrition Services staff in Rutherford County, along with staff in the other ninety-nine counties, has been working diligently over the past several weeks on state reports to clear out a backlog of cases resulting from problems with the NC FAST system at the State level. This was part of a corrective action plan that the State was required to complete for USDA. The income maintenance staff was treated to a pizza lunch on Wednesday to recognize all of their extra work over the past weeks to meet this goal. The Director also participated in several conference calls with County Department Heads concerning the inclement weather last week. On Tuesday the 11th, the Community Child Protection Team/Child Fatality Prevention Team met at DSS. Tammy Gregory, with Family Resources of Rutherford County, provided a presentation on United Way giving. She provided information about the services offered by her agency, and discussed how United Way funding makes it possible for them to provide these services. The DSS Board held their regular monthly meeting, with all board members attending. Along with their regular agenda items, the Board heard updates on NC FAST, about the Agency's efforts to improve collaboration with other service provider stakeholders in the county, and about the Agency's exploration of the Northwoods Case Management System for child protective services, foster care, and adoptions. The Income Maintenance Administrator and the Director, along with County Commissioner and DSS Board Member, Julius Owens, and the County Manager met with Senator Ralph Hise at the DSS office to discuss issues and concerns with the NC FAST System.

Public Works and Planning:

The Public Works and Planning Department garage had 18 preventative maintenance service calls, eight repairs, seven tire service calls and two other repairs. Maintenance completed 28 work orders and repairs and grounds keeping of all County facilities and grounds. Maintenance was extremely busy during and after the winter storm with helping restore commercial power for the 911 Communications facility and then snow removal from the parking lots, sidewalks and steps to County facilities. The archeologist researching the Gilbertowne site completed their field research, and will be compiling their report in the upcoming months. The Department received good news that they will be able to do some paving of the rail trail through Spindale and Ruth. The Director and Project Manager continue to prepare information

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regarding the Biggerstaff Hanging tree site for an update during the March Commissioners meeting. In addition, staff is researching Community Development Block Grant opportunities, working with the planning board, reviewing the Ruth School adaptive reuse plan and other projects.

Grey Rock and Queens Gap Updates: Due to the winter weather and wet conditions progress in these two developments only reflect minor maintenance to the sedimentation erosion control methods.

Register of Deeds:

The Register of Deeds had 246 recordings and collected \$9,033.00.

Revenue:

The Revenue Department answered 1342 phone calls, and assisted 458 citizens who came in to the office (5 being PUV). 29 deeds were recorded and 111 were transferred. 25 estates were transferred and 64 new accounts were set up. Mapping completed eight splits, one merge, five acreage adjustments and created five new maps. 11 new E911 addressees were assigned and three new roads were created. Ownership of 161 addressees was updated. The GIS website had 397,409 hits and 219,235 successful searches. Appraisers completed 1486 field reviews. Electronic payments consisted of 167 by credit/debit, 366 by website and 54 by phone. 1453 citizens came in to pay at the counter. Enforced collection action consisted of 395 garnishments, and 38 attachments. 22 deeds were certified. Staff worked on 19 bankruptcy payments/issues, five discoveries, 54 releases and 18 refunds. 441 pieces of mail were received and processed. Since February 1st, \$136,000 in credit card payments has been received.

Senior Center:

The Senior Center conducted a blood pressure clinic on Monday, February 10th with 43 clients taking advantage of this service. The Center keeps blood pressure history cards on file and referrals are made by the R.N. when necessary. On February 11th, the seniors made special valentines for the Pen Pals at Spindale Elementary. Offices were closed on the 12th and 13th due to inclement weather, reopening at 9:30 on the 14th at the Main Center and serving the congregate meal. The satellite sites remained closed and staff delivered a shelf meal to the home delivered clients during the winter storm event. The Senior Center along with Mission Neurosciences and Mission Heart conducted a free health education and prevention screening for stroke on February 18th from 8:00am-12:00pm. The following services/screenings were offered: blood pressure, cholesterol labs, glucose labs, body mass index, health consulting, stroke risk score, and a free healthy breakfast. We served approximately 40 people. Also on the 18th, the Center was monitored by the Area Agency on Aging for both the congregate and home-delivered meal programs. The AARP Foundation Tax Aide Program is being offered at the Senior Center. This service is for low to moderate income individuals, with special attention to those 60 and over. The trained volunteers will be available, by appointment only, on Thursdays and Fridays through April 11th.

Sheriff:

The Sheriff's Office reported the information below for the month of January 2014.

Calls for Service:

Warrants Served/Total Arrest:	184/174
Domestic Calls:	176
Involuntary Commitments/Hours:	23/22.75 Man Hours

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Civil Papers Served:	336
Ex partes Served:	12
Evictions:	20
Animals Pickup/Surrender:	237
Animals Returned to Owners or Rescued:	199
Animal Control Calls for Service:	193
New Cases Assigned to Detectives/Road Patrol:	227/19
Pill Drop Collections:	8293 Doses Units/OML
Average Daily Inmate Confinement:	212
Gun Purchase Permits Issued:	142
Carry Concealed Permits Issued:	37
Project Lifesaver Clients/Contact Hours:	6/5.0 Man Hours
Registered Sex Offenders/Contact Hours:	181/30.0 Man Hours

Soil and Water:

The Soil and Water Department Administrative/Education Specialist completed minutes and sent notices for the District Meeting and Farmland Preservation Meeting, presented poster winner prizes at Forrest W. Hunt for 4th and 5th grade students and continued working on 6th grade Enviroscape lesson. The Ag Cost Share Technician had a meeting with land owners, met with the contractor for the Natural Resources Conservation Service stream project, had a meeting with two land owners and an engineer about the WNC stream project on Cleghorn creek, and also answered technical assistance phone calls.

Solid Waste:

The Solid Waste Department Landfill served 456 customers, hauled 97 loads from Convenience Centers and shipped 43 loads to Lenoir. The Landfill operations have been slowed due to the weather. The Landfill opened for two hours on Wednesday, February 12th with a partial crew before forecasted snow arrived and the facility had to be closed. The Director attended several meetings including a rate review with Finance, the weekly meeting with the County Manager and a meeting with David Odom of Odom Engineering. The Director also participated in the inclement weather conference calls and hosted staff from Henderson County on site to show them the County's recycling process, Landfill Operations and to discuss future contracts. The rest of the staff has been performing every day job duties. The litter control officer has eight active cases and three of them are trash being left outside convenience center gates. Also he has sent five letters out regarding trash. He has closed one case. The Department had nine community service workers over the last two weeks and the weekly report for probation was submitted. Hands-free devices were installed on Departmental telephones.

Tourism:

The Tourism Development Authority has been building its Volunteer program by meeting with stakeholders and contracted staff to develop the program, recruitment, training, incentives, and retention of volunteers. Monthly socials for Volunteer recruitment will begin in March. The TDA is continuing efforts toward its Wayfinding program and the next input session is Thursday, February 27th from 2pm-4pm in the Commissioners' room. The TDA has been asked to present at the Governor's Conference on Tourism about the economic impact of films on local tourism and is preparing for that presentation. The TDA has worked with the Economic Development Commission on numerous issues and potential

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partnerships. In addition, the TDA is working with state representatives to use the US Open to draw attention to our golf courses. Staff continues to serve visitors at the Welcome Center on a daily basis.

Transportation Services (EMS/Transit):

The Transportation Services Department's EMS Division responded to over 303 emergency calls and 106 convalescent calls. Crews were busy during the inclement weather without major incident. A monthly, random drug and alcohol test was performed. Budget requests for HR, IT, Communications and Maintenance were completed and turned in.

The Transit Division drove 15,933 miles, completed 1,573 local trips and 101 out of county trips, transported 315 unduplicated passengers and collected \$24,034 in revenue. Annual Motor Vehicle Records were run on all safety sensitive employees. The monthly safety meeting was held and all employees received an updated Driver Manual in preparation for the NCDOT audit next month. Congratulations to [Joe Freeman](#) our Employee of the Month. The Operations Manager also interviewed several candidates for part time driver positions. Transit was closed on February 12th and 13th due to inclement weather.

Veteran Services:

The Veterans Office staff had 203 mail-in contacts and 281 mail-outs for veterans to complete documents and requests for service. Staff also had 188 telephone interviews and 490 contacts. These numbers reflect the activity for the last two weeks.

Special Highlights



Deputy Mark McCrack & Lt. Sprouse

Officers Receive a Region C Award

Lt. Warren Sprouse of the Rutherford County Sheriff's Office presented the Region C Award to Deputy Mark McCrack and Lake Lure Police Officer Scott Haynes on Tuesday, February 18, 2014 for their work in locating an autistic make on November 25, 2014. K-9 "ACE" was also a recipient of the award.



*LL Police Officer Scott Haynes,
K-9 "ACE" & Deputy Mark McCrack*



Officer Scott Haynes & Lt. Sprouse



*The Transit Department's
Employee of the Month
Joe Freeman*

*In Loving Memory of Robynn Spence,
Rutherford County Clerk of Court*

